

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 33-10**

3 DECEMBER 2001

Communications and Information

C4 SYSTEMS MAINTENANCE

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This Checklist reflects Command requirements for maintaining C4 Systems.

SUMMARY OF REVISIONS

The Checklist has been updated in order to refer to the new revision of AFI-21-116, ***Maintenance Management of Communications-Electronics***. An asterisk (*) indicates a revision from the previous edition.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist as a guide only. **AFSPC checklists will not be supplemented.** Units produce their own stand-alone checklists needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. Add to or modify each area as needed, to ensure an effective and thorough review of the unit C4 Systems Maintenance program.

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Director, Communications and Information

Attachment 1

C4 SYSTEMS MAINTENANCE

Table A1.1. Checklist.

SECTION 1: MAJCOM MISSION STATEMENT: Provide policy and guidance for command maintenance management programs to include systems analysis, the reliability and maintainability program and automated maintenance information system. Advocate equipment/system modifications and product improvements and enhancements. Develop support plans for systems acquisitions.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
*1.1.1. Does the MAJCOM implement guidance for all activities that maintain Communications-Electronics (C-E) equipment? (AFI 21-116, paras 1.3.1.1, 1.3.1.2, 1.3.1.4, 1.3.1.5 and AFI 38-101, Chaps 1, 3, 5)			
1.1.2. Does the MAJCOM perform Staff Assistance Visits (SAV)? (AFI 21-116, para 1.4)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
*1.2.1. Does the MAJCOM identify and focus management efforts on command unique requirements? (AFI 21-116, para 1.3.1.3.)			
*1.2.2. Have checklists been developed and are they reviewed/updated to provide effective inspection and performance criteria? (AFI 90-201, <i>Inspector General Activities</i> AFSPCSUP1, para 1.6, Chap 2)			
SECTION 2: UNIT MISSION STATEMENT: Provide serviceable, safely operable and properly configured C4 systems to meet mission requirements. Provide the most effective and efficient use of assigned personnel and resources.			
2.1 CRITICAL ITEMS:	YES	NO	N/A
*2.1.1. Does the commander ensure maintenance management objectives are met and C-E systems are available to support the mission? (AFI 21-116, paras 2.3, 2.4, 2.6, 2.9, 2.10, 2.12, 2.13.2.1, 2.17, 2.26, 2.28)			
*2.1.2. Does the Chief of Maintenance/Chief of Mission Systems Flight (COM/CMSF) ensure the highest level of maintenance effectiveness by managing maintenance activities to meet mission requirements within specific timelines? (AFI 21-116, paras 2.16, 3.2, 4.15)			
*2.1.3. Does the COM/CMSF staff Maintenance Control (MC) with sufficient numbers of qualified personnel and ensure the function is available (through the Chief of Information Systems Flight (CISF), where applicable) on a 24 hour basis? (AFI 21-116, paras 4.4, 4.7, 4.8)			
2.1.4. Does Maintenance Support provide the necessary support to the COM/CMSF, CISF, work centers and staff functions to identify and resolve maintenance and management problems? (AFI 21-116, paras 5.5, 5.6, 5.10, 5.13, 5.14, 5.17, 5.20, 5.27, 5.28.1, 5.28.5, 5.28.7)			

CRITICAL ITEMS:	YES	NO	N/A
2.1.5. Does Material Control act as the primary liaison between the maintenance activity and base supply? (AFI 21-116, para 5.8)			
*2.1.6. Do work center supervisors ensure safe, timely and efficient accomplishment of quality maintenance? (AFI 21-116, paras 6.3, 6.4, 6.5.2, 6.5.2.4, 6.5.2.8, 6.6.7, 6.6.8, 6.6.12, 6.6.13, 6.7.2.2, 6.8.2.2, 6.8.2.5)			
2.1.7. Does the Cable Affairs Office (CAO) act as the single point of contact for all actions affecting ICBM Hardened Intersite Communications Systems (HICS) and HICS Right of Way (ROW)? (AFI 21-116, paras 8.3.3, 8.4, 8.5)			
2.2. NON-CRITICAL ITEMS	YES	NO	N/A
*2.2.1 Does the commander ensure tenets of effectiveness and efficiency are used throughout the C-E maintenance complex? (AFI 21-116, paras 2.5, 2.7, 2.15, 2.17.2, 2.24, 2.25)			
2.2.2. Does the COM/CMSF appoint only those individuals as Maintenance Supervisors and Branch Chiefs that are capable of performing as an extension of the COM/CMSF to ensure effective supervisory span of control? (AFI 21-116, para 3.4)			
2.2.3. Does the COM/CMSF fill Maintenance Support (MS) positions with highly qualified and motivated personnel? (AFI 21-116, para 5.4)			
2.2.4. Does MS effectively manage the Unit Self-Sufficiency Program? (AFI 21-116, paras 5.22, 5.23, 5.24, 5.25)			
*2.2.5. Do work center supervisors develop and maintain effective training programs, maintenance procedures and maintenance management techniques? (AFI 21-116, paras 6.5.2.1, 6.5.2.5, 6.5.2.9, 6.6.3, 6.6.4, 6.6.6, 6.6.9, 6.9, 6.10, 6.11, 6.13)			
2.2.6. Does the CAO effectively manage HICS ROW activities to include projects, crossings, procurements, claims, case files and construction/ siting criteria? (AFI 21-116, paras 8.6, 8.7, 8.8, 8.9, 8.10, 8.11)			